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26 JUN 1974

MEMORANDUM FOR: Chief, Plans, Programs Branch  
SUBJECT : Annual Report Call for FY 1974

Attached is the Security Records Division's submission  
to the Annual Report Call for FY 1974.

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Chief,  
Security Records Division

Attachment:  
As Stated

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SECURITY RECORDS DIVISION - ANNUAL REPORT CALL FOR FY 1974

SECTION A. GENERAL

1. The Security Records Division provides a variety of services which are centered around or derive from its primary functions: the maintenance and control of Security files and indexes. Services are provided to other components of Security, to other Offices in the CIA, and to other Government agencies. Customers use SRD products and services in their processing of security approvals and certifications. SRD's quick and accurate processing of requests is essential to efficient security processing in the CIA and in other Government agencies.

2. The microfiche operation is the one important function of SRD which is not generated by customer requests. The microfiche activity, along with installation of mobile shelving, was installed during FY74 to relieve a severe space problem.

3. During recent years there has been a gradual decline in Office of Security requests for SRD services. There has been a corresponding increase in services provided for other Government agencies. Considering

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4. Operating and management strategies concentrate on developing methods for satisfying voluminous requests in a timely and responsive manner. Automatic data processing, improved duplicating machinery, flexibility in internal assignments of personnel, and streamlining of case processing have combined to actually improve SRD service while the T/O has been cut.

5. At the present time, our biggest problem is unfilled vacancies in a barely adequate T/O. On the horizon is the distinct possibility that our T/O will be further reduced in FY75.

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SECTION B. PERFORMANCE AGAINST FY 1974 OBJECTIVES

1. Implementation of CAPER-OS, an automated case control and reporting system, was an Office objective for FY74. SRD was to play an active role. General responsibility for OS project control was assumed by ISSG. The Office of Joint Computer Support was to provide essential hardware and software. CAPER-OS was one of the casualties when there was a reordering of priorities by OJCS, due to technical difficulties in bringing up various ADP projects.

2. SRD had no specifically assigned responsibilities in support of other FY74 Office objectives.

SECTION C. OTHER FY 1974 ACTIVITIES

1. By maintaining rapid throughput on requests for case processing, SRD contributed to Office success in reducing the overall average time required for processing applicants.

2. As of June 1973, the most critical problem facing SRD was a lack of space for expansion of records holdings. A two-pronged program, mobile shelving and microfiche, was underway as solutions to the problem. These programs became operational during FY 1974. In combination (and if we can continue microfiche operations at the current level) these programs have eliminated the space problem for expanding records holdings.

3. During FY74 an OJCS programmer developed, at SRD's request, an "automatic delete" capability for the automated Security index. Using this program, more than 90,000 records were automatically deleted. If those "deletes" had been punched on a card by card basis, it would have required about one month of work by ten operators. This "automatic delete" program can be used only when numerous "reference records" are indexed to one Security file. However, the programming costs have been amortized by the savings in key punching, and the program will have continuing utility.

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4. CAPER-OS has been replaced by a simplified Office of Security Case Control and Reporting System (OSCCAR). The OSCCAR design package was approved in May 1974, and the system is scheduled for implementation in September 1974. This is to be a joint OS-OJCS effort.

SECTION D. RECOMMENDATIONS

1. Except for the microfiche operation, all SRD functions are performed in response to customer requests. Through the years our processing has been automated and streamlined so that there is little room for improvements in efficiency, unless there is a corresponding reduction in quality of service. Microfiche operations must be continued at the FY74 level to prevent recurrence of the records growth problem.

2. Some improvement in long term efficiency would be achieved by returning to SRD the retired files which are at the Agency Records Center. Sufficient space has been made available by installation of mobile shelving. This change would eliminate the need for a special "Retirement Clerk" activity, which presently consumes about 1/2 of one clerical's time. This change is recommended on the condition that microfiche operations can be maintained at the FY74 level.

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